

## **The University of Sussex Financial Year End: Purchase Order and Sales Order Requisitions, and Out of Pocket Expenses**

Dear colleague

You are receiving this email as you make purchases via out of pocket expenses or the finance system, and/or raise sales orders on behalf of the University.

It contains information on:

- Important tasks to complete for purchase order requisitioning, goods receipting, out of pocket expenses and sales ordering
- Deadlines for completing these tasks
- Where to get help.

The University's financial year ends on Friday 31 July. With the added challenges of working remotely, now is a good time to ensure that you are prepared. This email provides a reminder of what needs to be completed, and when, to help you plan your time and ensure that the University can meet its external reporting and governance deadlines.

Your assistance in the prompt processing of University transactions will also help ensure that all such transactions are charged to the correct financial year.

The Finance Service Desk are on hand to help you with any queries you may have, and full contact details can be found at the bottom of this email.

### **Purchase Order Requisitions**

1. As at any other point in the year, purchase order requisitions should be raised promptly and in accordance with the [Purchasing Policy](#). Please ensure that supporting documentation is attached to avoid any delays with authorisation.
2. Please delete any unauthorised or rejected requisitions that are no longer needed.
3. If you have any purchase orders that are no longer needed please contact the Finance Service Desk with a request to delete the order, or the commitment will be carried forward into the new financial year.
4. If you need to make **essential** purchases with **new** suppliers from July onwards, we are introducing a new simpler, streamlined process which can save you time. Please contact the Finance Service Desk if you think you may need to use this.

Guidance on how to raise a requisition, and delete those no longer needed, is on our webpages [here](#).

### **Goods Receipting**

1. The cost of a purchase should be charged in the current financial year if it has been received before 31 July. Please make sure purchases that have been received are goods receipted on the finance system before **31 July**.
2. If, for exceptional reasons, you have received a purchase without a purchase order, you must ensure that you raise a purchase order requisition, have it authorised, and receipt the goods or services before **31 July** for the purchase to be charged in the correct financial year.
3. Please remember that a goods receipt acts as authority to pay a supplier, therefore you must only complete a goods receipt when the goods or services have been received satisfactorily. If you complete a goods receipt and the goods are subsequently not delivered or are of unsatisfactory condition, the University is at a disadvantage to recover any costs. If you receive unsatisfactory goods/services, please contact the supplier to arrange a return or refund and do not goods receipt the purchase.

Guidance on how to goods receipt is on our webpages [here](#).

### **Out of Pocket Expenses**

1. Expense claims must be submitted and authorised before **31 July** to be accounted for in the current financial year. Any claims submitted or authorised after this will be accounted for against the 2020/21 budget.
2. As a reminder, you can prepare your out of pocket expense claims using the [Expenses App](#).
3. It is very important that you attach clear and complete image of your receipts to your claim so that budget holders can understand and authorise claims, and so that receipts are available for HMRC and any research funders. If receipts are not attached or are not clear the budget holder will reject the claim back to you for re-submission, which may cause delay in getting your reimbursement, and which may risk the expenditure being accounted for from the 2020/21 budget. If you are unable to access your receipts currently, please explain the situation to your authoriser and add a comment when inputting your claim detailing the reason. Your receipts will need to be attached to the transaction at a later date – the Finance Service Desk can help you with this.
4. Please also ensure that you delete any expense claims that are no longer valid, or they will be carried forward to the new financial year.

Full details on how to download and use the app, how to capture images of your receipts, and how to delete claims is on our website [here](#).

### **Sales Orders**

1. Sales orders/invoices for income relating to this financial year must be raised and authorised before **6pm on 5 August**, to ensure that the income is recorded in the correct financial year.
2. Sales orders/invoices relating to the new financial year can be raised from **6 August and not before**.

Guidance on how to raise a sales order is on our webpages [here](#).

### **Delegated Authority**

It is essential to ensure that a substitute is set up and activated in the finance system to action your purchasing tasks in the event of planned and unplanned absence around year end. Instructions on how set up and activate a delegated authority can be found [here](#).

### **The Year-End Deadlines:**

Deadline	Task
31 July	<ol style="list-style-type: none"><li>1. Goods receipt goods and services already received</li><li>2. For purchases received before a PO was raised, raise a purchase order requisition, have it authorised, and receipt the goods or services</li><li>3. Submit out of pocket expense claims and ensure they are authorised</li></ol>
Before 6pm on 5 August	<ol style="list-style-type: none"><li>1. Raise sales orders (old year)</li></ol>
6 August	<ol style="list-style-type: none"><li>1. Raise sales orders (new year)</li></ol>

### **Further Help and advice**

If you would like a further overview of year end, and more information on what you can be thinking about now to help plan for this, please view this [presentation](#) available on our webpage.

We are planning additional communications in the autumn to remind colleagues of the improvements we have implemented to our ways of working over the summer. In the meantime, if you need further advice on any of the above, please contact the Finance Service Desk on [rt-finance-servicedesk@sussex.ac.uk](mailto:rt-finance-servicedesk@sussex.ac.uk) or extension 7172.

Best regards,

Allan Spencer, Director of Finance